

# Using Teams & other Remote learning tools



# Logging into teams

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Remote Learning in education. Learn more >

**Hello, Phillip. Welcome back.**

Sign in as PC@priory.e-sussex.sch.uk

**Sign in**

Switch to a different account

Not Phillip? Forget this account

Follow Office [in](#) [f](#) [t](#) [@](#) [✍](#)

**Go to office.com and sign in.**  
Use your school email and password.  
Your school email is  
yourusername@priory.e-sussex.sch.uk  
So for example  
18jbloggs@priory.e-sussex.sch.uk

If anyone else is already logged in and you don't see this page log them out here.

# Logging into teams

The screenshot shows the Office 365 home page. At the top left, there is a grid icon and the text "Office 365". In the center, there is a search bar with a magnifying glass icon and the word "Search". At the top right, there is a gear icon, a question mark icon, the name "Phillip Clarke", and a profile picture labeled "PC". Below the search bar, the text "Good afternoon" is displayed. To the right of this text is a button that says "Install Office" with a dropdown arrow. Below the greeting, there is a row of application icons: a plus sign labeled "Start new", Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Sway, and Forms. An orange arrow points from a white callout box at the bottom to the Teams icon. The callout box contains the text "Click on Teams". Below the "All apps" link, there is a white callout box with the text "Click on Teams".

Office 365

Search

Phillip Clarke PC

Good afternoon

Install Office

Start new

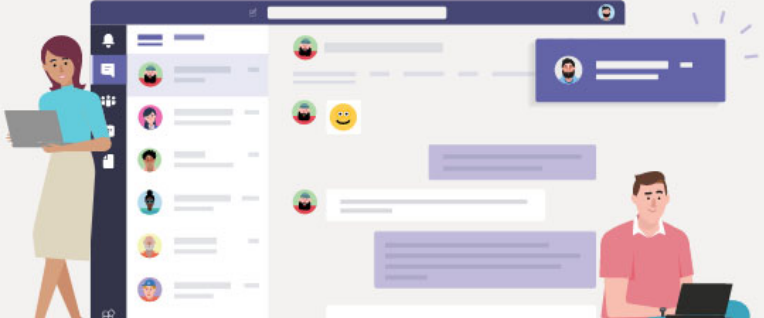
Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Teams Sway Forms

All apps

Click on Teams

# Logging into teams

Microsoft Teams



**Choose to use the web app**

Download the Teams desktop app  
and stay better connected.

Get the Windows app

Use the web app instead

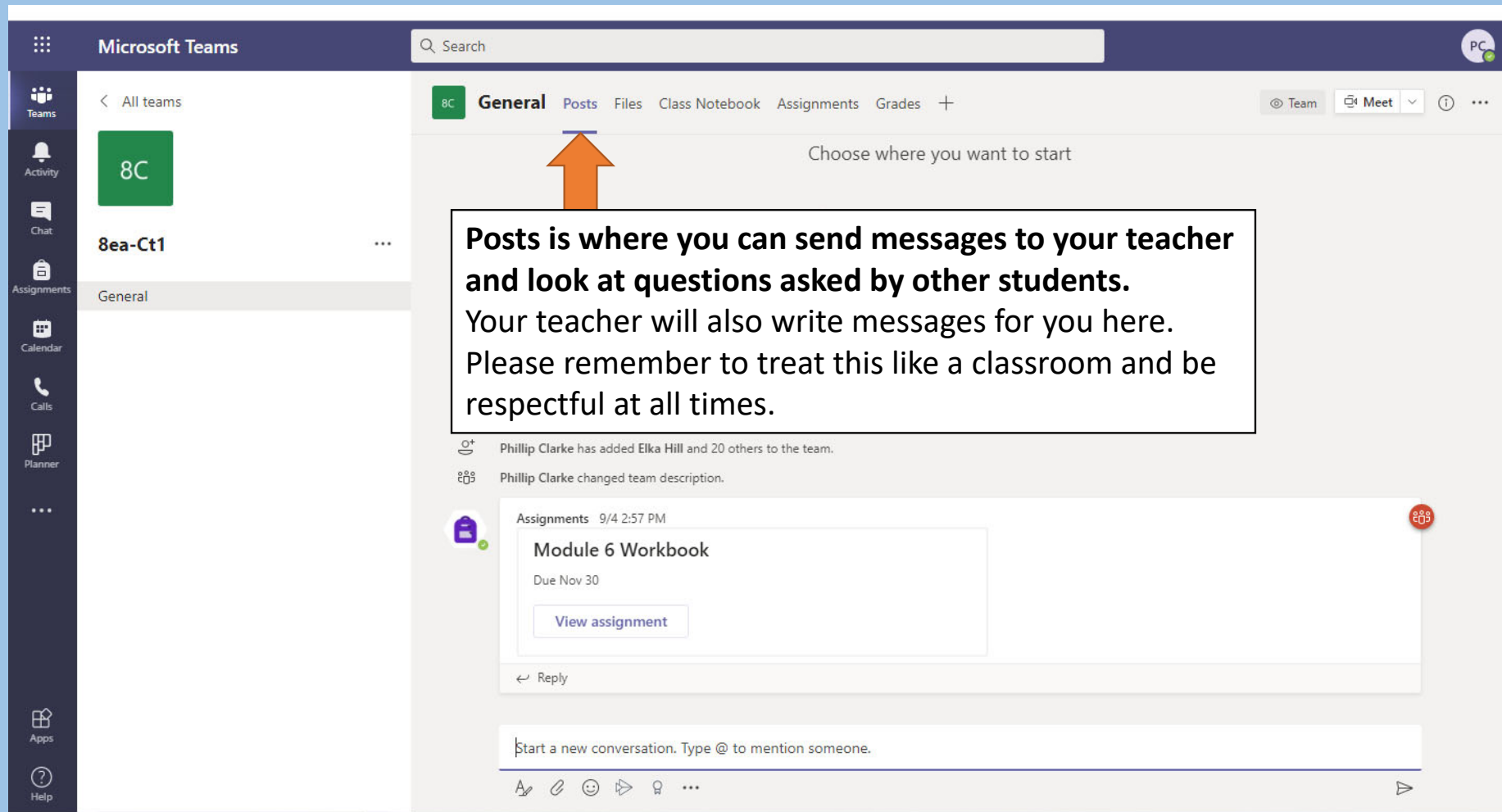
# Using Teams

The screenshot displays the Microsoft Teams application interface. At the top, there is a search bar and a 'Join or create team' button. The left sidebar contains navigation icons for Teams, Activity, Chat, Assignments, Calendar, Calls, and Planner. The main area shows a grid of team tiles under the heading 'Your teams'. Each tile features a colored square with a letter or number and a team name below it. An orange arrow points from a callout box to the '8C' tile.

Tile Label	Team Name
PS	
IT	
8	8CWTutor
1C	100D-Cm1
1C	110A-Ct1
8C	8ea-Ct1
7C	7ea-Ct1
7C	7d-Ct1
1C	110D-Cm1

**Pick the class you want to access**

# Using Teams

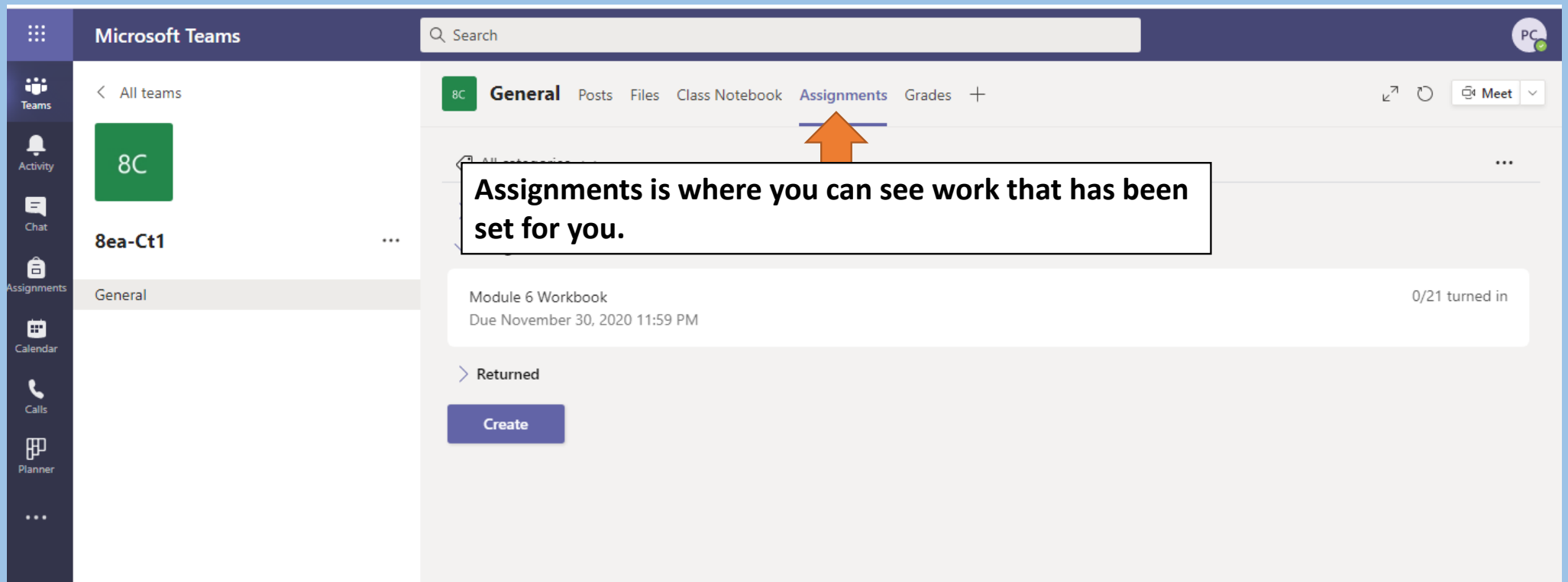


The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Teams, Activity, Chat, Assignments, Calendar, Calls, Planner, and Help. The main area shows a team named '8C' with a 'General' channel selected. The 'Posts' tab is highlighted in the top navigation bar, with an orange arrow pointing to it. A text box with a black border and white background is overlaid on the 'Posts' tab, containing the following text:

**Posts is where you can send messages to your teacher and look at questions asked by other students. Your teacher will also write messages for you here. Please remember to treat this like a classroom and be respectful at all times.**

Below the text box, the chat history shows two system messages: 'Phillip Clarke has added Elka Hill and 20 others to the team.' and 'Phillip Clarke changed team description.' Below these is an assignment card titled 'Module 6 Workbook' with a due date of 'Due Nov 30' and a 'View assignment' button. At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a send button.

# Using Teams



The screenshot displays the Microsoft Teams interface. On the left is a dark navigation pane with icons for Teams, Activity, Chat, Assignments, Calendar, Calls, and Planner. The main area shows a team named '8C' with a 'General' channel selected. At the top of the channel, there are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. An orange arrow points to the 'Assignments' tab. A text box with a black border and white background is overlaid on the 'Assignments' tab, containing the text: "Assignments is where you can see work that has been set for you." Below the tabs, a card for an assignment titled 'Module 6 Workbook' is visible, with a due date of 'November 30, 2020 11:59 PM' and a status of '0/21 turned in'. A 'Returned' section and a 'Create' button are also visible.

Microsoft Teams

Search

PC

All teams

8C

8ea-Ct1

General

General Posts Files Class Notebook **Assignments** Grades +

Meet

Assignments is where you can see work that has been set for you.

Module 6 Workbook

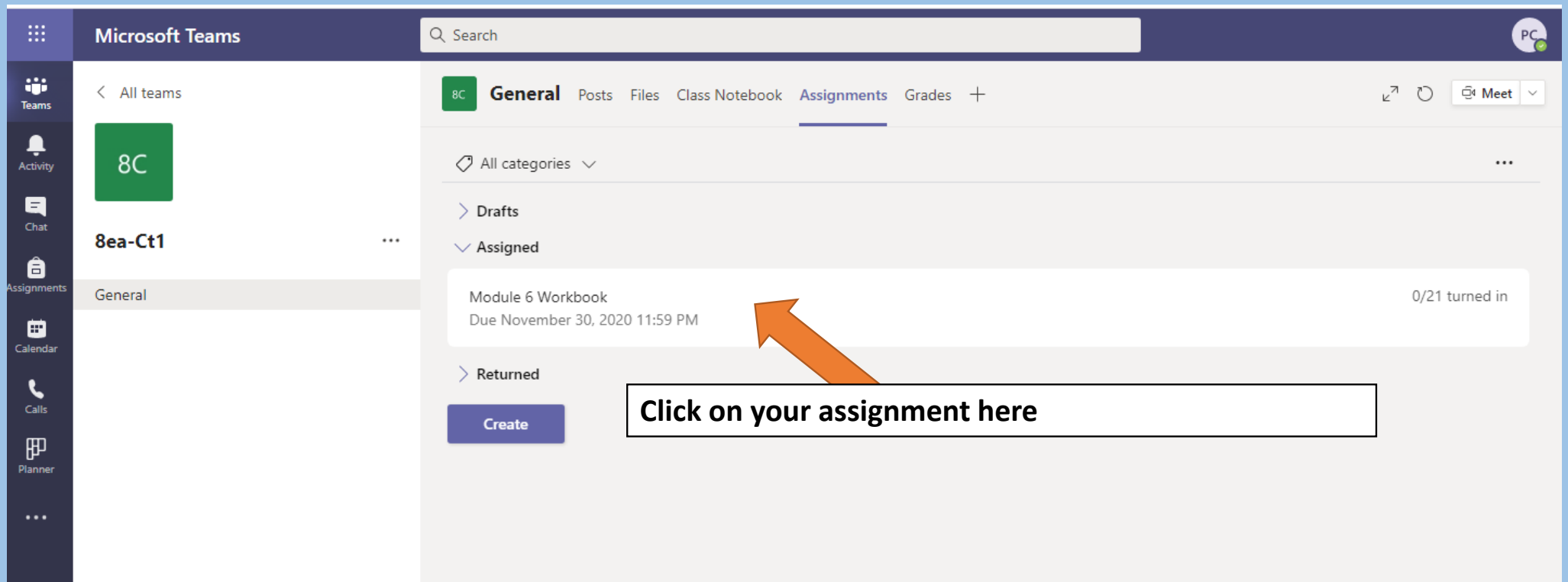
Due November 30, 2020 11:59 PM

0/21 turned in

> Returned

Create

# Using Teams



The screenshot displays the Microsoft Teams interface. On the left, a vertical navigation bar includes icons for Teams, Activity, Chat, Assignments, Calendar, Calls, and Planner. The main content area shows a team named '8C' with a 'General' channel. The 'Assignments' tab is selected, displaying a list of assignments under the 'Assigned' category. One assignment, 'Module 6 Workbook', is highlighted with an orange arrow pointing to it. A callout box with the text 'Click on your assignment here' is positioned below the arrow, pointing to the assignment card. The assignment card includes the title 'Module 6 Workbook', the due date 'Due November 30, 2020 11:59 PM', and the status '0/21 turned in'. A 'Create' button is visible at the bottom left of the assignment list.

Microsoft Teams

Search

All teams

8C

8ea-Ct1

General

8C General Posts Files Class Notebook Assignments Grades +

All categories

Drafts

Assigned

Module 6 Workbook

Due November 30, 2020 11:59 PM

0/21 turned in

Returned

Create

Click on your assignment here



# Using Teams

The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Teams, Activity, Chat, Assignments, Calendar, Calls, and Planner. The main area displays a team named '8C' with a 'General' channel. The 'Assignments' tab is active, showing an assignment titled 'Module 6 Work' due on November 30, 2020. Under 'Student work', a file named 'Year 8 Module 6 e-book.pptx' is listed. A text box with a black border contains the instruction: 'Open the assignment to start work on it. You can open in the browser or in the program itself. Remember if you are in the program to hit the save button regularly and also when you are finished working.' An orange arrow points from the text box to the file name.

Microsoft Teams

Search

All teams

8C

8ea-Ct1

General

8C General Posts Files Class Notebook Assignments Grades +

Meet

Back

Module 6 Work

Due November 30, 2020

Instructions

Work through this during...

Student work

Year 8 Module 6 e-book.pptx

Open the assignment to start work on it. You can open in the browser or in the program itself. Remember if you are in the program to hit the save button regularly and also when you are finished working.

# Submitting work to an assignment

The screenshot shows the Microsoft Teams interface for an assignment. The top navigation bar includes 'All teams', 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is active, showing a list of assignments. The 'General' channel is selected, displaying a list of items: 'Instructions' (a URL), 'Reference materials' (a document titled 'Creating a type meeting.docx'), and 'My work' (a document titled 'Join a Teams Meeting on the Web.docx'). Below the 'My work' section is an 'Add work' button. To the right of the assignment list is a 'Hand in' button. Four callout boxes with arrows point to these elements: 'Reference materials' (explaining they are read-only), 'My Work' (explaining they are editable), 'Add work' (explaining it's for uploading files), and 'Hand in' (explaining it submits work).

**Reference materials** are documents your teacher has uploaded for you to read or refer to. They cannot be edited. You will usually be required to submit your work in a different way, maybe using the 'Add work' link below or in class.

**My Work** is a document your teacher has uploaded that can be edited directly from Teams. Each student has their own copy of this document and your teacher can see the changes as you make them.

**Hand in** clicking this button submits this work and notifies the teacher that the work is completed and ready to be marked.

**Add work** allows you to upload any type of file from your computer or OneDrive. You will use this if you wanted to submit a picture of some practical work you have done or if the work is already saved on your computer. (See below)

# Submitting work to an assignment

Clicking on Add work in an assignment will bring up this box. Here you can choose the work you want to submit. It will allow you to pick a file saved in your OneDrive, another Team or direct from your computer.

